**Conversion from Credits to Units**

**Students who first entered Richmond prior to fall 2008 (have completed some work in semester hours):**

How do semester credit hours convert to units?
A Richmond bachelor's degree requires 35 units. Students who entered UR prior to fall 2008 were “grandfathered” in, and are required to complete 34.29 units.  17.15 units must be completed on campus (does not include study abroad).

* 1 unit = 3.5 semester hours
* Full-time status per semester = 3.5 unit minimum; 5.5 unit maximum

Average unit load for a semester abroad
Most students take 4-5 units per semester.  Similarly, for students studying abroad, 4.5 units is the average unit load per semester, much as 15 credit hours was the standard under the previous semester hours system.  Transfer work is recorded as a literal translation (0.9 units, 1.2 units, etc.) of the unit conversions explained on the study abroadweb page for each UR semester abroad program.

Where to find out more
Detailed information on credit transfer is published on each program information page of this study abroad website.

 **Students who entered Richmond fall 2008 or after (have completed all coursework in units):**

Credits from abroad converted to units
Credits taken abroad are converted to units.  A Richmond bachelor's degree requires 35 units to graduate, of which 17.5 units must be completed on campus (does not include study abroad). Additionally, students must complete 28 units on campus or on approved off campus programs, which includes approved semester abroad programs. Note:  Transfer students should read the section below.

* 1 unit = 3.5 semester hours
* Full-time status per semester = 3.5 unit minimum; 5.5 unit maximum

Average unit load for a semester abroad
Students will typically take 4-5 units per semester. Transfer work is recorded as a literal translation (0.9 units, 1.2 units, etc.) of the unit conversions described on the program specific study abroad web pages.  NOTE that the first five 3-hour (or equivalent) courses will transfer as 1 full unit rather than .9 units.  Students may choose, over their entire career at Richmond, which five courses transfer as 1 full unit, whether an abroad course or a domestic transfer course (IB/AP transfer credit does not count toward the “first five”).  It is important to remember that this applies to a maximum of five 3-credit courses.  This means that if a student transferred in a 3-semester credit course from a summer program (for example) that there are four more 3-credit courses that can transfer as 1 full unit.   Once the five maximum has been met, subsequent 3 semester credit courses from abroad will transfer in as .9 units.  For more information, see the Transfer Work section on the Registrar’s Office website. Courses that are deemed equivalent to 3 hours are also included in this “first five” rule. For example, in the ECTS system, 6-ECTS credit courses may transfer as 1 full unit up to the first five. Please note that this “first five” includes all transfer work completed over your entire career, not just a semester abroad.

Where to find out more
Detailed information on credit transfer is published on each program information page of this study abroad website or see the Transfer Work section of the Registrar’s Office website.

**Transfer students who entered Richmond fall 2008 or after:**

Students may transfer a maximum of five 3-semester hour courses as 1 full unit toward the Richmond degree over the span of their career at Richmond.  After the first five, each subsequent 3-hour course transferred in will transfer as the literal translation (.9 for abroad courses; .86 for domestic courses).  All students must complete at least 17.5 units of the 35 required on campus. In addition to this, students must complete a minimum number of units on campus or as part of an approved abroad or off campus program. Any credits earned on a semester abroad will apply towards meeting this requirement. Contact the Registrar’s Office if you have questions about your transfer work.